

OSA-2798-64

24 June 1964

Dear

Recently we have received several communications requesting statement of Headquarters' policies on the reporting to Headquarters of: (a) Unauthorized absences of Project cleared personnel and (b) anticipated foreign travel by Project cleared personnel. In a few instances the request has been occasioned by actual occurrences. Consequently we are taking this opportunity to restate the policies and to request that you assure appropriate promulgation as soon as possible.

Unauthorized Absences

Because of the extreme sensitivity of the Project, it is mandatory that all cleared and briefed personnel keep their supervisors generally informed of their whereabouts at all times. It is the intent of this policy that this requirement applies when employees are on vacation, absent for sickness, or in travel status. If on specific occasion an individual's whereabouts cannot be determined after reasonable inquiry and within reasonable time (three hours) by Project Management, Project Headquarters Security Officer must be notified.

Incidents have occurred in the recent past wherein employees have changed their itineraries or plans and have failed to advise their supervisors or responsible officials of these changes. This, in turn, has led to doubts as to the employee's welfare, whereabouts and official status. It has been necessary at times to involve State, Local or Federal authorities in the effort to locate individuals. Considering the expense and man hours consumed in such search activities, the concern and embarrassment they induce, as well as the possible deleterious effects on Project Security and cover, such situations are intolerable.

Your cleared employees should immediately be instructed to communicate to their supervisors within two hours any change of plans or itinerary which could cause any uncertainty or

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inaccuracy in the supervisor's mind as to the employee's whereabouts. Failure to comply with this policy should be met with serious administrative penalties.

Foreign Travel

When a cleared (regardless of level) employee intends to travel outside of the continental limits of the United States, Project Management must communicate that intent to Project Headquarters Security as soon as possible. Prior to travel, the itinerary of the employee must be submitted to Project Headquarters with a request for approval.

Regards,

*Joe*

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